



SECTION J – TIME, PLACE, AND MANNER REGULATIONS FOR EMPLOYEE ORGANIZATIONS

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I. Policy

These Laboratory regulations relative to the use of property, including all grounds and structures, are formulated to assure full and equitable use of facilities and premises (as defined in Sections [II.1.](#), [II.2.](#), and [II.3.](#)) consistent with the Laboratory's objectives and the Higher Education Employer-Employee Relations Act (HEERA).

The properties (premises, and other facilities and equipment) of the Laboratory shall be used solely for the furtherance of objectives pursuant to contractual commitments between The Regents of the University of California and the Federal government or as otherwise required by law.

I.1. Nondiscrimination

The Laboratory is committed to a policy against legally impermissible, arbitrary, or unreasonable discriminatory practices. All groups using Laboratory properties are governed by this policy of nondiscrimination. The intent of the Laboratory's policy on nondiscrimination is to reflect fully the spirit of the law. In carrying out this policy, the Laboratory also shall be sensitive to the existence of past and continuing societal discrimination.

I.2. Constraints

Laboratory properties shall be used only in accordance with Federal, State, and local laws and shall not be used for the purpose of organizing or carrying out unlawful activity.

All persons on Laboratory property are required to abide by Laboratory policies and regulations and to identify themselves upon request to Laboratory officials acting in the performance of their duties. Violation of Laboratory policies or regulations may subject a person to legal penalties; if the person is a student, faculty member, or staff member of the Laboratory or the University, that person also may be subject to Laboratory or University discipline.

Under no circumstances may these regulations be interpreted or applied so as to impede, disrupt, or interfere with normal operations of the Laboratory.

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II. Regulations

Consistent with the foregoing, employee organizations as defined in Section 3562(f) of the HEERA may use Laboratory property as stated in the following regulations:

II.1. Use of Meeting Rooms

The Human Resources Manager or the Staff Relations Division Leader shall grant permission to use Laboratory meeting rooms subject to the following conditions:

II.1.1. Meeting Room Availability

<u>Meeting Rooms</u>	<u>Days</u>	<u>Hours</u>
Building 123 (Main Auditorium)	Mon. through Fri.	7:00 a.m. to 8:00 a.m.
	Mon. through Fri.	11:30 a.m. to 1:00 p.m.
	Mon. through Fri.	After 5:00 p.m.
	Saturday and Sunday	Reasonable hours
Building 123 (Conference Room A)	Mon. through Fri.	7:00 a.m. to 8:00 a.m.
	Mon. through Fri.	11:30 a.m. to 1:00 p.m.
	Mon. through Fri.	5:00 p.m. to 6:00 p.m.
Building 361 (Biomed Auditorium)	Mon. through Fri.	7:00 a.m. to 8:00 a.m.
	Mon. through Fri.	11:30 a.m. to 1:00 p.m.
	Mon. through Fri.	5:00 p.m. to 6:00 p.m.
Trailer 1477 (Meeting Room 104)	Mon. through Fri.	7:00 a.m. to 6:00 p.m.
	Mon. through Fri.	7:00 a.m. to 6:00 p.m.
Trailer 3925 (Redwood Room)	Mon. through Fri.	7:00 a.m. to 6:00 p.m.
Building 543 (Auditorium)	Mon. through Fri.	7:00 a.m. to 6:00 p.m.
Buildings 312 and 125 (except Jade Room) Meeting Rooms	Mon. through Fri.	7:00 a.m. to 8:00 a.m.
	Mon. through Fri.	11:30 a.m. to 1:00 p.m.
	Mon. through Fri.	After 5:00 p.m.
	Saturday and Sunday	Reasonable hours
Building 321 Compound (Lunchroom)	Mon. through Fri.	7:00 a.m. to 5:00 p.m.



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II.1.2. Limitations

- Employee organizations shall have access to any of the above-listed meeting rooms only when such meeting rooms have not been previously scheduled for use by Laboratory personnel.
- Use of the above-listed facilities by employee organizations shall be limited solely to usage consistent with the exercise of rights guaranteed by California Government Code Section 3560 et seq., as required by Government Code Section 3568.
- Subject to reasonable regulations, consistent with the time limits set forth herein, [Conference Room A \(Building 123\)](#) shall be available, upon request, for use by employee organizations once each week. One week's notice shall be given by any employee organization to reserve Conference Room A. After Conference Room A has been used once during a given week by any employee organization, it shall not be available for use by another employee organization until the following week.
- Subject to reasonable regulations, consistent with the time limits set forth herein, the [Main Auditorium \(Building 123\)](#) and the [Biomedical Auditorium \(Building 361\)](#) shall each be available, upon request, for use by employee organizations twice each week. One week's notice shall be given to reserve either facility. After either of these facilities has been used twice by one or more employee organizations in a given week, such facility shall not be available for use by other employee organizations until the following week.
- Subject to reasonable regulations, consistent with the time limits set forth herein, [Meeting Room 104 \(Trailer 1477\)](#), the [Redwood Room \(Trailer 3925\)](#), and the [Auditorium \(Building 543\)](#) shall each be available for use by employee organizations. Upon request, an employee organization shall be granted access to three of the four facilities each week for a period not to exceed two hours per facility. Forty-eight hours' notice shall be given to reserve each facility.
- Subject to reasonable regulations consistent with the time limits set forth herein, the lunchroom in the [Building 321 Compound](#) shall be available on request for use by employee organizations for one day per month. Seventy-two hours' notice shall be given to reserve the lunchroom as a meeting room.

II.1.3. Security and Property Protection

All use of the above-listed facilities and equipment shall be in conformance with security and/or property protection regulations, policies and/or practices required by the United States Government and/or the Laboratory's Safeguards and Security Department. Conformance with such regulations, policies, and/or practices includes, but is not limited to, the following:

- Nonemployee representatives of employee organizations may have access to [Conference Room A \(Building 123\)](#), and the [Main Auditorium \(Building 123\)](#), only if accompanied by administrative escorts or protective services officers (PSOs) employed by the Laboratory. Employee organizations shall provide forty-eight hours' written notice



to the Staff Relations Division Leader if the use of an administrative escort or PSO will be necessary.

- Nonemployee representatives of employee organizations may have access to the [Biomedical Auditorium \(Building 361\)](#), [Room 104 \(Trailer 1477\)](#), the [Redwood Room \(Trailer 3925\)](#), and the [Auditorium \(Building 543\)](#) only upon the issuance of one-day visitor badges by the Laboratory's Safeguards and Security Department. Such badges shall indicate on their face the area or areas to which access has been granted, and access by nonemployee representatives shall be limited to such area or areas.
- Employee organizations may list up to ten nonemployees per organization who may request access to facilities in the Laboratory's controlled area and who are employed by the employee organizations. Such lists shall be made available to the Laboratory's Safeguards and Security Department. One-day visitor badges for persons included on such lists shall be made available upon forty-eight hours' written notice to the Staff Relations Division Leader. One week's written notice to the Staff Relations Division Leader shall be required to prepare a one-day visitor badge

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for a nonemployee representative of an employee organization who is not included on such a list. No more than four one-day visitor badges at any one time shall be issued to representatives of each employee organization.

- Employee organizations who have members qualified to serve as administrative escorts in Limited Areas of the Laboratory may be allowed to use such members as administrative escorts subject to the following limitations:
 - Administrative escorts may be used only during the hours 7 to 8 a.m., 11:30 a.m. to 1 p.m. and 5 to 6 p.m., Monday through Friday.
 - Employee organizations shall reimburse the Laboratory for any costs incurred as a result of an employee organization's use of an administrative escort.
- Nonemployee representatives of employee organizations may have access to the lunchroom in the [Building 321 Compound](#) only if accompanied by the appropriate Safeguards and Security Department escort employed by the Laboratory. Employee organizations shall provide seventy-two hours' written notice to the Staff Relations Division Leader if the use of a Security Escort will be necessary.
- No more than two nonemployee representatives of an employee organization shall be present in a facility at one time. Nonemployee representatives of an employee organization shall include persons who are not employed by the Laboratory and who are authorized to act on behalf of the employee organization as set forth in Section 3562(f) of the HEERA. An employee organization may include no more than one nonemployee guest speaker at a time as one of its two nonemployee representatives so long as the guest speaker meets the



Laboratory's security requirements and his/her presentation is limited to purposes consistent with the HEERA.

II.2. Equipment

Blackboards, screens, and overhead projectors which are present in any of the above-listed meeting rooms may be used by an employee organization.

Other equipment present in a meeting room may be used, provided that employee organizations furnish a qualified operator, or employ one from the Laboratory, to operate such equipment. Employee organizations shall reimburse the Laboratory for any costs incurred from the use of such other equipment or of Laboratory personnel to operate such equipment.

II.3. Posting, Exhibiting, and Distributing Materials

An employee organization may post, exhibit, or distribute literature, bulletins, or other materials subject to the following provisions and guidelines:

- The posting, distributing, or exhibiting of materials by employees may be done only during their nonworking hours.
- All literature, bulletins, or other materials shall bear the name of the sponsoring employee organization and the date posted or distributed.
- The manner of posting, distributing, or exhibiting shall not interfere with the orderly conduct of Laboratory business or the maintenance, cleanliness, or safety of Laboratory property or facilities.
- No poster, handbill, or any form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the Laboratory, including but not limited to doors, buildings, walkways, roads, waste receptacles, trees, posts, or stakes, other than bulletin boards provided for that purpose.
- The use of sound amplification equipment and the accosting of individuals by hawking or shouting are prohibited.

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- The affixing or distributing of literature or other materials to unattended vehicles in the Laboratory parking lots is prohibited.
- The posting or distributing of material representing commercial interests, products, or services is prohibited. This prohibition does not apply to the posting of notices or the use of Newslines by individual employees to offer personally owned goods and services for sale or exchange, or to the use of Newslines or the posting and distribution of notices by the LLLRA to offer goods and services to the Laboratory employees.

II.3.1. Use of Bulletin Boards

Laboratory Bulletin Boards may be used subject to the following:



- a. Notices or bulletins posted shall not exceed 12 in. by 18 in. in size and shall otherwise conform to these Time, Place and Manner Regulations.
- b. Separate bulletin boards or reserved spaces on General Purpose or Departmental Bulletin Boards may be assigned to employee organizations subject to the approval of the Manager of Human Resources. Approval will be based upon adequate demonstration that failure to set aside a reserved space or a separate bulletin board will result in significant inhibition of the employee organization's ability to communicate with its members.
- c. The removal or obscuring of notices already posted is prohibited, except that
 - Posted notices may be removed by the employee organization by whom they were originally posted.
 - Posted notices on General Purpose or Departmental Bulletin Boards, other than notices in reserved spaces on such boards, that do not conform to the provisions of [Paragraph II.3.1\(a\)](#) above, or that appear to be no longer timely or relevant, may be removed by persons authorized to do so by the department head/division leader responsible for the area in which the bulletin board is placed.

II.3.2. Use of Tables and Portable Easels

Materials otherwise meeting the conditions for posting or exhibiting, excluding the size limitation, may be displayed on suitable portable easels or tables only at locations adjacent to approved pedestrian gates or cafeteria entrances.

II.3.3. Distribution of Literature

Upon request, the Laboratory shall make a table in a visible location inside the west cafeteria available each day for the distribution of literature. No table will be available inside the south cafeteria. Only literature relevant to and consistent with the rights set forth in California Government Code Section 3560 et seq. shall be distributed at such table. Written requests to reserve the table must be submitted to the Staff Relations Division Leader forty-eight hours in advance. The provisions of this paragraph shall in no way be interpreted to require the Laboratory to make more than one table per day available in the west cafeteria for the distribution of literature.

II.4. Requests

Requests for use of the above-listed meeting rooms and equipment shall be made in writing to the Human Resources Manager.

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II.5. Mail System

Access to the Lawrence Livermore National Laboratory's internal mail system by employee organizations shall be limited to mailings to employees at the main Livermore site only.



The Laboratory mail system may not be used for other than official Laboratory business and the distribution of the United States mail except that registered employee organizations may use the Laboratory mail system subject to the following:

II.5.1 Definitions

II.5.1.1. Employee Organizations

Employee Organizations shall include all employee organizations, as defined by HEERA, that are registered with the Office of Staff Relations to use the internal mail system.

II.5.1.2. Laboratory Contract

Laboratory Contract shall be the Office of Staff Relations.

II.5.1.3. General Distribution

General Distribution shall mean a mailing by the employee organization of the same or similar material to a group.

II.5.2. Mailing Standards

II.5.2.1. Addressing Requirements

All mail must be properly addressed. A proper address includes the name of the addressee and the return address; however, these requirements may change from time to time. Mail that is not addressed according to these requirements may be delayed in delivery, returned to sender, or discarded.

General Distribution mailings must be properly addressed and pre-sorted by mail stop.

II.5.2.2. Height, Size, and Packing Requirements

Per piece requirements for mailings are as follows, no

- Heavier than 8 ounces.
- Larger than 9 x 12 in.
- Thicker than 2 in.
- Smaller than 3-1/2 x 5 in.

II.5.2.3. Content Limitations

Mailings that advocate or encourage unlawful or disruptive conduct by Laboratory employees shall not be sent through the internal mail system.

The contents of all mailings must conform to appropriate Federal and State laws and regulations and U.S. Postal regulations.

No mailing shall contain material that violates the law.

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II.5.2.4. Frequency of Access

Each Employee Organization will be limited to five General Distribution mailings during each calendar year.

II.5.2.5. Priority

Employee Organization mail delivery will be in accordance with Mail Services' standards for third-class bulk-rate mail from a nonprofit organization. Delivery may be delayed by things such as staffing levels, mail volume, properly or improperly prepared mail, business interruptions, holidays, vacation schedules, and Laboratory close-downs.

Arrangements for delivery of General Distribution mailings must be made by submitting a completed "Request for General Distribution Mailing" to the Laboratory Contact ([see Appendix 1](#)). Such request must be received by the Laboratory Contact at least five business days in advance of the delivery of material to the Mail Services facility. An Employee Organization may be required to delay delivery of material to the Mail Services facility for a reasonable period of time to facilitate effective Mail Services operations. Mailings without a written authorization from the Laboratory Contact for processing will not be accepted for delivery by Mail Services.

II.5.3. Responsibilities

All Employee Organizations wishing to use the Laboratory's internal mail system must register with the Laboratory Contact annually. [See Appendix 2](#) for a sample of the registration form.

All Employee Organizations shall comply with applicable regulations governing the use of the Laboratory's mail system. Failure to comply with regulations governing the use of the Laboratory's mail system may result in organizations being denied access to the internal mail system for a period of up to one year or on the number of their General Distribution mailings being limited.

II.6. Constraints

Individuals or organizations permitted to use Laboratory meeting rooms shall exercise reasonable care in the use of such facilities and shall be responsible for the payment of any extra costs incurred by the Laboratory as a result of that use.

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Appendix 1

Request for General Distribution Mailing by Employee Organization Through the LLNL Internal Mail System

Name of Employee Organization:



Authorized Representative of Employee Organization:

Authorized Representative's telephone number:

General Distribution mailing information:

This mailing constitutes the: 1st _____ 2nd _____ 3rd _____ 4th _____
5th _____

General Distribution Mailing for calendar year:

Number of individual pieces in mailing:

Description of individual pieces in mailing (i.e., size and weight):

—

—

Certification: I, _____, certify that this
General Distribution mailing complies with the LLNL regulations "Access to the
Laboratory Internal Mail System by Employee Organizations."

Date: _____

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Appendix 2

Sample Registration Form

1. Employee Organization Name: _____

Name and title of person signing this form who is authorized to bind Employee Organization to its terms:

Name: _____ Title: _____

2. Representative(s) authorized to deliver mail to Lawrence Livermore National Laboratory:

Name: _____ Phone Number: _____



Lawrence Livermore National Laboratory

3. I, _____ have read, understand, and agree

that _____ [Employee Organization] _____ will comply with the "Regulations Governing Access to Laboratory's Internal Mail System by Employee Organizations."

4. In the event the U.S. Postal Service and/or any other person or entity authorized to enforce postal laws files suit against the Laboratory for issues related to the delivery of Employee Organization mail by the Laboratory, the Employee Organization agrees to indemnify, defend, and hold the Laboratory and its agents harmless from and against any and all claims, demands, costs, liabilities, damages, expenses and penalties, including settlement, arising from or resulting in any such action. In addition, [Employee Organization] agrees to fully cooperate in the Laboratory's defense of any such action.

5. Laboratory contact person(s):

Name: _____ Phone Number: _____

Employee Organization

Laboratory Contact

Signature* _____ Signature

Date _____ Date

Title _____

* Must be the same person identified in Nos. 1 and 3 above.

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For policy-related questions, contacts are:

[Employment Representatives](#), [Patricia Rzeszutko](#) X 2-6597

For web-related questions about this page, contact: [Workforce Planning and Analysis, SEDD](#)

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